

## Parent to Parent of Southwest Michigan – Executive Director – Position Description

### Job Summary:

Parent to Parent of Southwest Michigan is currently seeking an Executive Director to lead and manage the organization in accordance with its mission statement, policies, procedures, goals, and objectives.

### Primary Responsibilities:

- Ensures the organization has a strategy to achieve its mission and makes consistent progress toward achieving strategic goals.
- Works with the Board of Directors to develop and execute agency programs, operating policies, procedures, and plans (strategic, marketing, communication, and fund development), in alignment with mission
- Appraises and evaluates the results of operations and programming; reports results monthly to Board
- Researches, develops, and writes grants, as well as the administration, monitoring and reporting of grant outcomes to government, public, and other private funding sources
- Conducts budget and audit preparation, budget control, and financial analysis and reporting
- Manage individual and team accountability in a manner that fosters diversity, and respectful of staff, participants' and volunteers' diverse backgrounds
- Follow sound financial practices and generally accepted accounting principles to safeguard corporate assets and provide accurate information upon which is base management decisions.

### Skills and Qualifications:

- Bachelor's degree in human service related field preferred
- 3 to 5 years of experience in nonprofit organizations
- 4 years of management experiences
- Successful experience in general and financial management, fundraising, as well as strategic planning and program development.
- Strong interpersonal skills and ability to interact well with staff, volunteers, parents, board members, and community stakeholders
- Ability to conceptualize, plan, organize and manage multiple tasks
- Strong verbal and written communication skills
- Demonstrates initiative and judgment to perform independently
- Proficient computer skills in data entry, Microsoft Works, and QuickBooks ( or other accounting software)
- The selected candidate will be required to meet and complete all of Parent to Parent of SW MI and KCMHSAS training and credentialing requirements
- Must be able to work some evenings and some weekends

Individuals having experience in family support, mentoring, trainings, home visiting, advocacy, children with special needs, and behavioral health services are preferred.

**Salary Range:** \$33,280.00 - \$45,760.00 (full-time with personal time off included, health care benefits included)

Please send a cover letter and a resume to Jill Angell , via email, mail or fax

Parent to Parent SW MI  
Atten: Jill Angell  
3901 Emerald Dr. Suite D  
Kalamazoo, MI. 49001  
Fax: 269-345-5363  
Email: [jill@p2pswmi.org](mailto:jill@p2pswmi.org)

Accepting qualified resumes until position is filled.  
Parent to Parent of SW MI is an equal opportunity employer